

INSTITUTIONAL UNIT GRIEVANCE FORM-

Grievance Appeal Form

SEE INSTRUCTIONS ON BACK

Complete instructions for initiating a grievance and requirements for use of this form are found in Article 9, Grievance Procedure, State of Michigan and AFSCME contract.

DEPARTMENT (Agency)	GRIEVANCE NO.	DATE RECEIVED BY STEP OFFICIAL	
NAME	SOCIAL SECURITY NO.	Local	AFSCME , Council 25
ADDRESS	CITY	ZIP	

STEP_____ANSWER

SIGNATURE OF STEP OFFICIAL	DATE GIVEN/MAILED TO GRIEVANT AND STEWARD
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NOTICE OF APPEAL TO

☐ STEP 3

☐ STEP 4

The Answer to

☐ STEP 2

☐ STEP 3

is Not Satisfactory. My reason for Appealing is:

GRIEVANT'S SIGNATURE	DATE SENT
DESIGNATED LOCAL UNION REPRESENTATIVE	

NOTE: Type or use ballpoint so all copies are legible.

IF APPEALED TO STEP 2:

WHO	DOES WHAT										
Step 2 Official	<p>Fills out information blanks at top of form U11-2, entering date received.</p> <p>Conducts Step 2 Conference in accordance with Agreement. Writes answer in appropriate section, filling in blank indicating that it is a Step 2 answer.</p> <p>Distributes copies as follows:</p> <table><tr><td>GOLD</td><td>— Grievant</td></tr><tr><td>PINK</td><td>— Designated Local Union Rep.</td></tr><tr><td>CANARY</td><td>— Step 1 Supervisor</td></tr><tr><td>GREEN</td><td>— Retains for file</td></tr><tr><td>WHITE</td><td>— Grievant</td></tr></table>	GOLD	— Grievant	PINK	— Designated Local Union Rep.	CANARY	— Step 1 Supervisor	GREEN	— Retains for file	WHITE	— Grievant
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PINK	— Designated Local Union Rep.										
CANARY	— Step 1 Supervisor										
GREEN	— Retains for file										
WHITE	— Grievant										
Grievant	<p>If dissatisfied with the Step 2 Answer, completes section entitled “Notice of Appeal,” checking the box for appeal to Step 3 and indicates that the Step 2 answer is not satisfactory by checking the Step 2 box.</p> <p>Returns the WHITE and GOLD copies to the Step 2 Official.</p>										
Step 2 Official	<p>Initials and dates Grievant's copy (GOLD) next to Grievant's signature to note receipt of appeal to Step 3. Returns GOLD copy to Grievant. Forwards WHITE copies of OSE/U11-1 to Step 3 Official.</p>										

IF APPEALED TO STEP 3:

WHO	DOES WHAT										
Step 3 Official	<p>Fills out information blanks at top of form OSE/U11-2.</p> <p>Conducts Step 3 Conference in accordance with Agreement. Writes answer in appropriate section, filling in blanks indicating that it is a Step 3 answer.</p> <p>Distributes copies as follows:</p> <table><tr><td>GOLD</td><td>— Grievant</td></tr><tr><td>PINK</td><td>— Designated Local Union Rep.</td></tr><tr><td>CANARY</td><td>— Step 2 Official</td></tr><tr><td>GREEN</td><td>— Council 25</td></tr><tr><td>WHITE</td><td>— Retains for file</td></tr></table>	GOLD	— Grievant	PINK	— Designated Local Union Rep.	CANARY	— Step 2 Official	GREEN	— Council 25	WHITE	— Retains for file
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PINK	— Designated Local Union Rep.										
CANARY	— Step 2 Official										
GREEN	— Council 25										
WHITE	— Retains for file										

Union	If dissatisfied with the Step 3 answer, the Union may appeal to
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Arbitration.